

INSTRUCTIONS FOR CONTRIBUTORS TO ALCES

EDITORIAL POLICY - *Alces* invites original manuscripts describing studies of the biology and management of moose throughout their circumpolar distribution, as well as other ungulate or carnivore species that overlap their range. Some manuscripts published in *Alces* originate as papers presented at the annual North American Moose Conference and Workshop, but **works may be submitted directly to the Editors at any time**. Reviewers judge submitted manuscripts on data originality, ideas, analyses, interpretation, accuracy, conciseness, clarity, appropriate subject matter, and on their contribution to existing knowledge.

PAGE CHARGES - Current policies and charges are explained in a covering letter and invoice sent to authors with galley proofs.

MANUSCRIPT PREPARATION - Authors should follow "Manuscript Guidelines for Contributors to *Alces*", by Rodgers et al. appearing in *Alces*, Vol. 34 (1): 1998 (available from the Co-Editors and Associate Editors). Updates are posted on the *Alces* WEB PAGE; **http://bolt.lakeheadu.ca/~alceswww/alces.html**.

COPY - Please provide an electronic copy of the manuscript in MS WORD to the Submissions Editor. This copy should maintain 2.5-cm (1-inch) margins on all pages, including tables and illustrations. **Double-space and left-justify all text**. Except for the first page, number all pages consecutively, including tables and figure captions. Revisions should be handled similarly.

CORRESPONDING AUTHOR - **Do not use a title page**. Type the date (changed with each revision), corresponding author's name, address, telephone, and fax numbers, single-spaced in the upper left corner of the first page. If available, the author's electronic mail address should be provided.

TITLE - Type the running head (≤ 45 characters, including spaces) on a single line following the corresponding author information. The title (≤ 10 words) begins left justified on the next line. **Type the title in upper-case bold letters**. Do not use abbreviations or scientific names in the title.

ABSTRACT & KEY WORDS - Following the name(s) and address(es) of the author(s), provide a one-paragraph abstract. **Do not use abbreviations or literature citations**. Type ALCES VOL. 00: 000 - 000 (0000), right justified on the line following the abstract. After leaving a single blank line, provide 6-12 key words **in alphabetical order**.

FOOTNOTES - Use only in tables and at the bottom of the first page to provide the present address of an author when it differs from the address at the time of the study.

STYLE - Accompany the first mention of a common name with its scientific name. Do not use scientific names for the names of domesticated animals or cultivated plants. Use Système International d'Unités (SI) units and symbols. Use digits for numbers unless the number is the first word of a

sentence, in which case it is spelled out. **Italics should only be used in the text for scientific names and statistical symbols**. Use the name-and-year system to cite published literature. **Cite references chronologically in the text**.

REFERENCES - Use large and small capitals for author's last names and initials. **Do not use any abbreviations in the References**.

TABLES - Present each table on a separate page. Prepare tables in the same font and font size as used in the text. **Titles and all parts of tables must be typed double-spaced**. Tables must be constructed to fit the width of the page (21.5 cm), leaving 2.5-cm margins on all sides (i.e., 16.5 cm wide). Table titles must be concise. Footnotes should be used to reduce the complexity of table titles and provide further details. **Use numerical superscripts to identify footnotes or asterisks for probabilities**. Use horizontal lines only to delineate the top and bottom of the table and to separate column headings from the body of the table. No vertical lines should be present in a table. **Table columns must be generated with tab settings or a table editor. Do not use spaces** (i.e., the space bar).

ILLUSTRATIONS - Type figure captions on a separate page. Identify each illustration by printing the author's name and the figure number on the back in soft pencil. If necessary, also indicate the orientation of the illustration on the back. **Each illustration (either a photograph or line-drawn figure), must be of professional graphics quality, and reduced to fit into the area of either 1 (67 mm) or 2 (138 mm) columns of text by the author(s). Letters and numbers on reduced figures must remain legible and be no less than 1.5 mm high after reduction**. The same size and font of lettering should be used for all figures in the manuscript. Photographs must be of high contrast and printed with a matte finish. Typed labels are not acceptable. The minimum resolution of electronically scanned images is 600 dpi. After revision, authors should provide the original electronic graphics files or bitmap images (preferably as Tagged Image File Format files) **in an IBM-compatible format** on 9-cm (3.5-inch) diskette or CD-ROM.

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